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APPROVED

Connecticut Council on Developmental Disabilities

MEMBERSHIP AND SUPPORT COMMITTEE

November 12, 2013
Beth EL Temple, West Hartford

1:00 to 1:40 PM

Present: Sabra Mayo, Jackie Jamison, Michelle Johnson, Sarah rafala

Staff: Molly Cole

1. **Discussion of charge to the Committee:** The Committee discussed the roles and responsibilities of the membership committee.
2. **Election of Chair and Vice Chair:** Sarah Rafala moved that Sabra Mayo and Michelle Johnson continue as chair and vice chair for another year. Jackie Jamison seconded and the vote was unanimous.

3. Committee Tasks:

The committee reviewed the tasks for the coming year:

1. Track the terms of all Council members and begin review of applicants for pending vacancies by June, 2014.
2. Plan orientation for fall 2014 for new appointees
3. The committee feels they need new members, particularly during the interview process to select new council members. They will request that Bill Knight, as chair of the Council, appoint two members to serve on the membership committee.
4. Support to Council members: The committee recommends the following
 - Color brochures
 - Business cards with an elevator speech
 - Wallet sized handouts
 - Plain language information

The committee adjourned at 1:40.